



April 2017

Dear Faculty Sponsor:

Thank you for your interest in identifying and nominating students from your campus for the NASA Jet Propulsion Laboratory (JPL) Student Independent Research Internship (SIRI) Program! To be eligible for SIRI, students must meet the following requirements:

- STEM major
- Must not have already earned an advanced degree (master's, doctorate, professional degree)
- Cumulative GPA of 3.0+ (This MUST be confirmed by the faculty sponsor before forwarding resumes to JPL).
- Age of 18+
- US citizens or Legal Permanent Residents (This MUST be confirmed by the faculty sponsor before forwarding resumes to JPL).
- Currently enrolled in a community college that is a SIRI partner campus
- Must be able to earn independent study credit for the SIRI experience at the college
- Able to intern for 10-15 hours per week on the JPL premises (no off-lab/online activities)
- Commit for 15 week internship period
- Must be willing to participate in monthly intern workshops at JPL, and prepare progress plans, reports, and final presentation

Please note the following:

- SIRI is an **unpaid** internship experience, and students will **not** receive compensation for travel to and from JPL.
- Students must remain enrolled in their independent study credit hours for the term of the internship.
- Students may only participate in SIRI for one quarter or semester.
- Fall 2017 internships run for 15 weeks, with the earliest start date being August 28, 2017.

#### INSTRUCTIONS FOR FACULTY SPONSORS

1. Please provide interested students with a copy of the Fall 2017 "Announcements of Opportunity." Students should read these announcements very carefully to determine which projects are best aligned with their research interests, skills, and academic background. Students are permitted to apply for a maximum of TWO (2) opportunities.

2. Each student should provide you with a separate electronic resume and copy of their unofficial transcript for each opportunity. The resumes and transcripts should be saved with filenames that contain the student's first and last name, and the AO number (i.e. "First\_Last\_AO1234") The AO number can be found at the very top of each announcement of opportunity. Your campus is free to set an "internal deadline" for the submission of resumes to faculty.
3. Faculty Sponsors should nominate students who meet all eligibility criteria and have research interests, skills, and academic criteria that closely match the preferred qualifications listed in the announcements of opportunity. Sponsors may nominate multiple students for the same opportunity. **To nominate a student, please forward resume(s) and unofficial transcript(s) to [Roslyn.Soto@jpl.nasa.gov](mailto:Roslyn.Soto@jpl.nasa.gov) by close of business on May 5, 2017.**

Students are selected for internships by JPL scientists and engineers. Please note that this is a competitive process, and meeting the eligibility requirements for SIRI does not guarantee an internship offer. Offers will be made via email to students on or about the week of May 22, 2017. Sponsors will be notified when an offer is made. Please note that a student may be offered an internship that he/she did not initially apply to, at the discretion of JPL. Students who receive multiple internship offers will receive information on all projects and given an opportunity to select their preferred position.

If you have questions or concerns about the SIRI program, please feel free to contact me via email or telephone. Thank you for your support of student research experiences!

Sincerely,



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